

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

**Schedule for – Professional Services**  
**Federal Supply Group: 00CORP Class:**  
**Contract Number: GS-00F-321CA**

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**  
**Contract Period: September 23, 2015 thru September 22, 2020**

**Contractor:** Washington Business Group, Inc.  
2759 Martin Luther King JR Avenue Southeast  
Washington, DC 20032 2608

**Business Size:** Small, Disadvantaged Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** (202) 863-9637  
**Extension:**  
**FAX Number:** (202) 478-0795  
**Web Site:** [www.wbgworldwide.com](http://www.wbgworldwide.com)  
**E-mail:** [dsharma@wbgworldwide.com](mailto:dsharma@wbgworldwide.com)  
**Contract Administration:** Dinesh K Sharma

Effective October 1, 2015, the Consolidated Schedule will become the Professional Services Schedule (PSS), with no changes to any terms and conditions found within this document.

Please be advised that the following individual Schedule contracts have been migrated to this Consolidated Schedule. As a result, no additional stand alone Task Orders can be awarded or BPAs established under these contracts:

Single Schedule Name	Former Contract Number
PES	GS-10F-0024Y
MOBIS	GS-10F-0511N

## **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
C871-7	C871-7RC	Construction Management
C874-1	C874-1RC	Integrated Consulting Services
C874-7	C874-7RC	Integrated Business Program Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** PO Box 23271, Washington, DC 20026-3271
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.)** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Numbering System (DUNS) number:** 085226178
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. Final Pricing:** Base Period; Year 1-5

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<b>SIN(s) Proposed</b>	<b>Service Proposed (e.g. Labor Category or Job Title/Task)</b>	<b>Contractor or Customer Facility or Both</b>	<b>Price Offered to GSA (including IFF)</b>
871-7	Partners	Customer Facility	\$ 248.10
871-7	Principal	Customer Facility	\$ 168.70
871-7	Senior Professional	Customer Facility	\$ 135.42
871-7	Professional	Customer Facility	\$ 109.15
871-7	Cost Estimator	Customer Facility	\$ 109.15
871-7	Scheduler	Customer Facility	\$ 109.15
871-7	Administrator	Customer Facility	\$ 64.49
871-7	Construction Manager	Customer Facility	\$ 114.13
871-7	Superintendent	Customer Facility	\$ 102.65
871-7	Inspector	Customer Facility	\$ 89.31
871-7	Technician	Customer Facility	\$ 89.31
874-1 874-7	Executive Consultant	Customer Facility	\$ 213.47
874-1 874-7	Principal Consultant	Customer Facility	\$ 181.94
874-1 874-7	Senior Consultant	Customer Facility	\$ 113.55
874-1 874-7	Consultant	Customer Facility	\$ 98.99
874-1 874-7	Associate Consultant	Customer Facility	\$ 80.08
874-1 874-7	Senior Analyst	Customer Facility	\$ 65.51
874-1 874-7	Project Analyst	Customer Facility	\$ 50.95
874-1 874-7	Senior Staff Consultant	Customer Facility	\$ 55.30
874-1 874-7	Staff Consultant	Customer Facility	\$ 43.66

## 28. Service Contract Act (SCA) Matrix

<b>SCA Eligible Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>Wage Determination No</b>
Administrator	01020- Administrative Assistant	05-2103
Technician	30081- Engineering Technician I	05-2103
Superintendent	30084- Engineering Technician VI	05-2103
Staff Consultant	01111- General Clerk I	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## **29. Labor Category Descriptions**

### **C871-7/C871-7RC AWARDED LABOR CATEGORY DESCRIPTIONS**

#### **Labor Category: Partners**

Minimum Education & Experience: Masters Degree in Business, Architecture, Engineering, Planning or Related field from an accredited college or university and ten years experience directly related to the position, with at least five of the ten years being responsible for technical discipline supervisory assignments involving independent decisions and responsibility. Member and affiliate of professional organizations relating to the position. Responsible for developing management systems to ensure that every project and design is technically accurate and meets clients' needs. Makes recommendations to the President/CEO for engineering and management standards for use by all technical and management staff. Knowledge of engineering practices and principles, contract and liability insurance standards, project administration, logistical support, manpower estimates, and development of technical concepts; management tools and principals, and financial management. Professional registration is required.

Functional Responsibilities: Reviews contracts/agreements for technical and liability content. Reviews and approves Project Management Manuals for proper authorization, work scope, and financial compatibilities with company procedures and standards. Performs quality audits. Reviews specific project documents for quality assurance. Enforces quality systems and standards. Counsels Project Manager/Construction Manager on business issues and development. Acts as the final arbiter in technical disputes and questions. Monitors workload and staff competency. Monitors financial aspects of projects. Works with leadership to develop strategic plans.

#### **Labor Category: Principal**

Minimum Education & Experience: Master's Degree in Business, Architecture, Engineering, Planning or Related field and ten years' experience, of which at least five years must be in a senior management capacity with specialized management and engineering experience. Specialized experience includes: extensive knowledge of key members of the housing industry, history of successful client development and interaction, proven ability to provide sound government financial and contract oversight.

Functional Responsibilities: Principal responsible for overall operation of company. Responsible for creating and revising procedures, processes, techniques, models, and/or systems related to management and contractual issues. Reviews and analyzes work breakdown structures, charts, tables, graphs, and diagrams to assist staff in analyzing problems. Provides oversight on all contracts and staffing. Provides guidance and assistance in coordinating output and ensuring the technical adequacy of the end product. Responsible for all company financial matters and client interaction.

#### **Labor Category: Senior Professional**

Minimum Education & Experience: BS Degree in Business, Architecture, Engineering, Planning or Related field and ten years' experience in project management, or equivalent. Proficient in overseeing management controls of a project,, including CPM scheduling, progress payments, and either monitoring inspection of the work by staff of inspectors or doing the inspections himself. Experience with the Design-Build process and a working knowledge of cost and schedule reporting systems. Proficient in communications both verbally and written.

Functional Responsibilities: Ultimately responsibility for all project activities, including the coordination of all field project management and superintendence and inspection staff. Manages the construction project and reports directly to the owner.

#### **Labor Category: Professional**

Minimum Education & Experience: BS Degree in Business, Architecture, Engineering, Planning or related field and ten years' experience working on major projects. The professional has significant past experience and is available for more complex projects, or projects with special problems.

Functional Responsibilities: Work with construction team that is the owner and architect on large projects during the design and construction process. Has excellent working knowledge of the trades, setting up a master schedule for the project, and provides assistance and advice to the owner in administrating the project. During the design phase he coordinates drawing constructability reviews, estimates, and insures a reasonable schedule is developed. During construction he provides construction management of the inspection, scheduling monitoring, progress payments to the contractors and works on the owner's behalf to have a successful project.

Labor Category: Cost Estimator

Minimum Education & Experience: BS degree in Business, Architecture, Engineering, Planning or Related field and five years' experience or equivalent in estimating for building construction projects is required. Contracting knowledge in federal government or quasi-federal government contract administration is a must.

Functional Responsibilities: The estimator reports typically to the senior professional or professional and provides budget estimates, with updated reports as more information becomes available during the various project phases. Complete detailed estimates shall be developed from construction issue drawings and specifications, as required. Typically, construction estimates for changes are required during the construction process, and updated project cost estimates are continually furnished by the estimator throughout the project.

Labor Category: Scheduler

Minimum Education & Experience: BS degree in Business, Architecture, Engineering, Planning or Related field and five years' experience in scheduling projects, knowledge of federal construction project administration.

Functional Responsibilities: Develop master schedule for the project. Review Contractor's schedule for proper logic in planning their work, check for proper resource loading, and cost loading. Work on the owner's behalf to insure schedule is reasonable, includes key construction activities that will provide meaningful information to determine if the project is on schedule, without burdening the schedule with unnecessary and time consuming data to update each month. Prepare written reports document analysis of the schedule, and subsequent requests by the contractor for time extensions.

Labor Category: Administrator

Minimum Education & Experience: Associate degree preferably in Business Administration and five years' experience working with upper management providing extensive support in high volume or large corporation setting. Proficient in personnel coordination, working with the public, and excellent communication skills, both written and verbal.

Functional Responsibilities: Keep schedules of executive meetings, prepares presentations, sets up and maintains filings system, maintains correspondence files, assists upper management in planning for meetings and establishing their agendas. Prepares correspondence and transmittals, purchase orders and contracts as necessary for signature by management.

#### Labor Category: Construction Manager

Minimum Education & Experience: BS Degree in Business, Architecture, Engineering, Planning or Related field and five years, or equivalent for construction projects is required. And, contracting knowledge in federal government or quasi-federal government contract administration.

Functional Responsibilities: The key on-site representatives who is responsible for the delivery of the day-to-day construction management services for the duration of project. Responsible for managing, supervising, and motivating of all construction staff on the project, including forecasting and fulfilling staffing needs. Oversees A/E and contractors performance, including quality control, requests for information, change orders, schedule and reviewing and making recommendations for all pay requests.

#### Labor Category: Superintendent

Minimum Education & Experience: High School education and ten years contractor or subcontractor management on construction projects experience. Good communication and people skills and proficient at reading drawings, and planning work.

Functional Responsibilities: Directs the field construction staff that results in the execution of all construction activities. Coordinates, expedites and monitors all project construction as determined by the Manager. Chairs weekly subcontractor's meetings, at which the look ahead schedule are reviewed. Works with the professional, construction manager, month look a-heads, and other key milestones, insuring that proactive planning is being done to sufficiently satisfy all requirements to complete the job on time, in the quality as intended by the contract documents. Maintains good safety administration and safety meeting minutes.

#### Labor Category: Inspector

Minimum Education & Experience: BS Degree in Business, Architecture, Engineering, Planning or Related field and five years' experience in the field working on construction projects, or equivalent experience. Familiar with reading contract drawings, inspecting work in the field for compliance to those drawings, keeping daily construction reports of significant events regarding the contractor's work.

Functional Responsibilities: Monitors the quality of the construction being performed in the field based upon the contract drawings and the Client's intent and reports discrepancies or issues to the professional. Keeps manpower count and a daily log of progress and essential data concerning the construction progress, including scheduling data of start and stop dates of activities pertaining to their engineering discipline. Assists in obtaining resolutions to problems from designers.

#### Labor Category: Technician

Minimum Education & Experience: Associate degree in Business, Architecture, Engineering, Planning or Related field and five year's experience in construction techniques.

Functional Responsibilities: Specializing in their respective trade (i.e.: mechanical, electrical, structural, etc.), performs inspection, monitoring and supervision of trades and design and bid reviews. Interprets plans and specifications, prepares cost breakdowns and negotiates and change orders. Responsible for construction monitoring and preparation of progress reports, their experience includes new construction and renovations.

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## **C874-1/C874-1RC, C874-7/C874-7RC AWARDED LABOR CATEGORY DESCRIPTIONS**

### **Substitution Criteria**

**Bachelors Degree:** High School Diploma plus four (4) years of additional specific, related experience with similar functional responsibilities can be substituted for a Bachelors Degree or An Associates Degree plus two (2) years of additional specific, related experience with similar functional responsibilities can be substituted for a Bachelors Degree.

**Graduate Degree:** A Bachelors Degree plus two (2) years of additional specific, related experience with similar functional responsibility can be substituted for a Masters Degree

**Doctorate Degree:** A Bachelors Degree plus five (5) years of additional specific, related experience with similar functional responsibility can be substituted for a PHD. A Masters Degree plus three (3) years of additional specific, related experience with similar functional responsibility can be substituted for a PHD.

### **EXECUTIVE CONSULTANT**

Responsibilities:

- Oversees negotiation of delivery/task orders and design phases of MOBIS tasks. Plans and organizes resources to accomplish analytical tasks.
- Provides senior level management in coordination of analytical efforts with all Federal agency executives and senior level managers.
- Plans, organizes, and oversees work efforts; assigns and manages resources; supervises personnel; ensure quality management; and monitors overall project and contract performance.

Qualifications: Bachelors degree and 20 years of relevant experience.

### **PRINCIPAL CONSULTANT**

Responsibilities:

- Plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within the relevant subject matter domain of the project and the Principal Consultant's practice area.
- Fully responsible for providing technical guidance and expertise to project staff and ensuring that the methods, tools, and techniques applied in performance of the work represent the state of the art.
- Responsible for monitoring the technical quality of work products and ensuring that products meet quality standards. Substantially contributes to product content.
- In coordination with contract and task order management, plans work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives, and directs the work efforts of project staff.
- Works with customers in providing consultative advice in areas of expertise.

Qualifications: Bachelors degree and 12 years of relevant experience.

### **SENIOR CONSULTANT**

Responsibilities:

- Plans, organizes, staffs, directs, and manages performance of work associated with one or more subtasks on one or more task orders within the relevant subject matter domain of the project and the consultant's practice area.
- Provides technical guidance and expertise to project staff, ensuring that the methods, tools, and techniques applied in performance of the work reflect the state of the art. Contributes



substantially to project work products and activities and monitors the technical quality of work products, ensuring that products meet quality standards.

- Plans work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives, and directs the work efforts of project staff.
- Works with customers in providing consultative advice in areas of expertise.
- Works independently or under the general guidance of the Principal Consultant.

Qualifications: Bachelors degree and 9 years of relevant experience.

## **CONSULTANT**

Responsibilities:

- Participates in the planning, organizing, management, and performance of work associated with one or more subtasks within the relevant subject matter domain of the project and the consultant's practice area.
- Under the technical guidance and expertise of Principal and Senior Consultants, contributes substantially to the performance of project activities and the preparation of work products.
- Ensures that the methods, tools, and techniques applied in performance of the work reflect the state of the art.
- Monitors the quality of work products, ensuring that products meet quality standards. Assists in planning work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives.
- May direct the work efforts of Associate Consultant and administrative staff.
- Some interaction with customers in providing consultative advice in areas of expertise. Works as part of project team, with technical and managerial guidance provided; may be required to work independently.

Qualifications: Bachelors degree and 6 years of relevant experience.

## **ASSOCIATE CONSULTANT**

Responsibilities:

- Participates in the planning, organization, and performance of work associated with one or more subtasks within the relevant subject matter domain of the project and the consultant's practice area.
- Under the technical guidance and expertise of practice area consultants and project management staff, contributes substantially to the performance of project activities and the preparation of work products.
- Provides state-of-the-art methods, tools, and techniques in performance.
- Ensures that products meet quality standards. Assists in planning work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives. Minimal interaction with customers in providing consultative advice in areas of expertise. Works as part of project team, with technical and managerial guidance provided.

Qualifications: Bachelors degree in relevant discipline.

## **SENIOR ANALYST**

Responsibilities:

- Performs high-level analytical/operation analyses for any section of management, organization, and business improvement services.
- Provides special functional or technical expertise in general management, organization, and business improvement services.
- Provides additional forms of knowledge transfer as required.
- Works independently or under the general guidance of the Consultant.
- Provides daily supervision and direction of the Project Analyst and Analyst.

Qualifications: Bachelors degree with 8 years relevant experience.

### **PROJECT ANALYST**

Responsibilities:

- Performs entry and mid-level analytical/operation analyses for any section of management, organization, and business improvement services.
- Provides special functional or technical expertise in general management, organization, and business improvement services.
- Works independently or under the general guidance of Senior Analyst.

Qualifications: Bachelors degree with 6 years relevant experience.

### **SENIOR STAFF CONSULTANT**

Responsibilities:

- Performs specialized administrative support tasks of non-routine and non-repetitive nature to assist principal, administrative or line manager/directors.
- Assigned professional level tasks requiring independent judgment, initiative and tact.
- Determines method of collection and analysis for assigned projects.
- Contacts may include all levels of company and may be confidential in nature.
- Involves a thorough knowledge of company procedures and services. Accountable for assigned projects.

Qualifications: Bachelors degree in relevant discipline.

### **STAFF CONSULTANT**

Responsibilities:

- Performs clerical and word processing functions including typing, word processing, data entry, filing, copying, binding, faxing and telephones.
- Qualifications: High school diploma and basic computer skills.